

NORTH CAROLINA DIVISION OF SOCIAL SERVICES  
FOOD STAMP EMPLOYMENT AND TRAINING (FS E&T) / CAREER START (CS)  
COUNTY DEPARTMENT OF SOCIAL SERVICES (DSS) MONITORING REPORT

Monitoring Site:

Date:

Participants: Department of Social Services:

Division of Social Services: **Kathy Evans, Food Assistance and  
Energy Programs (FAEP) Consultant**

Number of Cases in Review Sample: **20**

Number of Cases Reviewed at DSS: **16**

Number of Cases Reviewed at CC: **12**

Number of Cases Reviewed at ESC: **11**

Sample Drawn from the Period: through

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**I. CASE FILE REVIEW:**

**A. Cases Reviewed Because the Community College (CC) and/or the  
Employment Security Commission (ESC) Could Not Locate a Record  
on the Participant**

1. Of the cases reviewed, **3** had copies of the CS/NCSES-2624 and/or the CS/NCSES-2625 in the DSS case files, indicating that the CC and/or the ESC should have the records.
  - a. Of the cases above, **1** still has time left in the certification period and a copy of the CS/NCSES-2624 needs to be sent to the CC and/or the ESC if the individual is still required to participate in the FS E&T / CS program.
  - b. Of the cases above, **2** have been closed and no action is necessary on the cases.
2. Of the cases reviewed, **2** did not have copies of the CS/NCSES-2624, indicating that the cases were not referred to the CC and/or the ESC.
  - a. Of the cases above, **N/A** still have time left in the certification period and a CS/NCSES-2624 needs to be sent

to the CC and/or the ESC if the individual is still required to participate in the FS E&T / CS program.

- b. Of the cases above, 1 has been closed and no action is necessary on the case.
- c. Of the cases above, 1 was incorrectly entered as E&T work registered in the Food Stamp Information System (FSIS) and a referral was not required. If the individual remains deferred or exempt, update FSIS appropriately; if the individual is now required to participate in the FS E&T / CS program, send a CS/NCSSES-2624 to the CC and/or the ESC.

**B. Cases Reviewed to Determine the Action Taken by the DSS Upon Receipt of the CS/NCSSES-2625's From the CC and/or the ESC**

- 1. Of the cases reviewed, 4 had been handled in an appropriate and timely manner.
- 2. Of the cases reviewed, either no action, incorrect action, or incomplete action had been taken on 6 cases.
  - a. Of these cases, 4 have time left in the certification period and appropriate action needs to be taken.
  - b. Of these cases, 1 has been closed, but the individual needs to be notified of his/her disqualification due to non-compliance with E&T / CS requirements, if appropriate.
  - c. Of these cases, 1 needs no further action to be taken.

**C. Comments on the Cases Reviewed in B. above**

**D. Additional Cases Reviewed and the Reason:**

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**II. COMPLETION OF THE CS/NCSSES-2624's BY THE DSS:**

Of the cases reviewed, 2 contained incomplete or incorrect sections on the CS/NCSSES-2624's:

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**III. PROCEDURE FOR PAYMENT OF PARTICIPANT EXPENSES (VOUCHERS):**

The reimbursement rate for participant expenses was decreased to \$10.00 per voucher effective 5/30/02. Participants residing in the extended service area are encouraged to take advantage of reduced rates for public transportation.

Discussed the possibility that a participant's expenses may actually exceed \$10.00 in a four week period based on current gas prices, especially if the participant is located in a rural area. Emphasized that county funds are matched with 50% federal funds up to whatever amount the county sets per month.

Explained that an individual cannot be required to participate in the E&T / CS program if his/her expenses exceeds the amount of reimbursement, as specified in the FS Certification Manual, Section 241.11, Participant Reimbursement Requirements.

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**IV. RECEIPT OF AND ACTION ON CS/NCSES-2625'S:**

Discussed keeping a control log of CS/NCSES-2625's received from the CC and the ESC and recording when a CS/NCSES-2624 or a CS/NCSES-2625 is later sent to the the CC and/or the ESC in response. It is important to respond to the CS/NCSES-2625's so that the CC and the ESC knows what action the DSS has taken and whether to continue working with the participant.

A sample log could contain the participant's name and social security number (or county case number or FS ID number), the date the CS/NCSES-2625 was received, the reason for the CS/NCSES-2625, and the date a response is sent to the CC or the ESC.

Following the above procedure (or a similar procedure developed by your county) will ensure that all CS/NCSES-2625's are responded to within a timely manner, as specified in the FS Certification Manual, Section 241, Employment and Training:

- For a redetermination of exemption that is approved, send the CS/NCSES-2624 to the CC or the ESC within five calendar days to deregister the individual. Update FSIS appropriately.
- For a redetermination of exemption that is denied, send the CS/NCSES-2625 to the CC or the ESC within five calendar days indicating that the individual must remain registered and referred.
- For a notice of non-compliance received for an individual who is determined exempt from work registration requirements, send the CS/NCSES-2624 to the CC or the ESC within five working days to notify that the individual has been deregistered. Update FSIS appropriately.
- For a notice of non-compliance received for a non-exempt individual, send the DSS-8553, Notice of Adverse Action (unless it is the last month of the certification period) along with the DSS-8642, Explanation of Disqualification, to the FS household within ten calendar days. Send the CS/NCSES-2624 to the CC or the ESC within five working days to notify that the individual has been disqualified.

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V. **RECOMMENDATIONS FOR PROGRAM IMPROVEMENT:**